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No. 18 July 1988 Oppenheimer Software

This is the eighteenth edition of the Periodic Electronic Newsletter (PEN) for MCI Mail users assigned to Oppenheimer Software (MCI Mail agency NY4). You may respond to the PEN by typing ANSWER at the COMMAND: line that appears after you read this. This mailbox (218-0241) is toll free - you may write to it as often as you wish, at no charge! (Please note that you may order a toll free mail box - contact Oppenheimer Software for more information.)

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>>>>>>>>>>>>>>>>>>>>
NEED ANOTHER MAILBOX?
>>>>>>>>>>>>>>>>>>>>

An undocumented command called CREATE USING NEWUSER is available to allow you to register new mailboxes or accounts on MCI Mail, or provide referral information for others needing information. To use this feature, at the Command: prompt,

(if you are a BASIC user, type)
CREATE USING <RETURN>
NEWUSER <RETURN>

(if you are an ADVANCED user, type)
CREATE USING NEWUSER <RETURN>

Answer all questions, and follow the instructions at the end of the Script. You will be notified as soon as the new mailbox/account is active.

Note...
If you access MCI Mail via Lotus Express, Desktop Express or any of MCI Mail's

LINK products, you will need to access MCI Mail via the interactive "terminal" mode.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Sharing your distribution lists
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Do you keep private distribution lists on MCI Mail? If you don't, maybe you should...they are free and a big time saver!

If you often send telexes to George Pinkleton Michael Harris III, you will find it easy to create a list (lets call it GEORGE) to simplify telexes in the future.

An example dialogue follows:
==========
Command: create list
LIST name: george

TO: George Pinkleton Michael Harris III (telex)

Enter country name or country code of recipient. Press RETURN if continental United States.
Country: Iceland
Destination is ICELAND (858).

Telex No: 858-123456
Answerback: GPMH

TO: George Pinkleton Michael Harris III
TLX: 858123456 GPMH

Is this address correct (Yes or No)? y
TO: {RETURN}

LIST george created Sun Jul 10, 1988 11:49 pm EDT.

Command:
==========

This one entry list can be used whenever you need to send a telex to Mr. Harris.

At the TO: prompt, just type GEORGE. MCI Mail will confirm that it has located the list called GEORGE, and will allow you to enter additional names or lists.

Note that a list can easily store hundreds of names and in any combination - telex, electronic mail, REMS, postal and courier. Indeed, a list can include other lists. For example, if you have 50 lists, each containing the sales persons in each state, you will also want to set up another list containing the names of the other 50 lists. This will allow you to easily send messages to all of your sales people, nationwide.

If you have a library of distribution lists, chances are that others in your office like to "borrow" your lists. You can "publish" your list, and share them with other MCI Mail subscribers. You must be an ADVANCED user to own a Shared List (although BASIC users may use the list).

Only the people that you authorize can use your Shared List. Each time a message is addressed to the Shared List, MCI Mail checks the associated Access List to see if the user is authorized.

When you publish a Shared List, you may allow the authorized users to enjoy use of the Shared List free of charge (you pay the MCI Mail "postage" charges). Or, you may require that the user pay for delivery charges whenever the Shared List is used.

The FIND command can be used to identify a Shared List. Basic Service users type FIND at any menu (a new menu will appear offering LIST as one of the choices). Advanced Service users type FIND LIST at Command. You will then be prompted for the Shared List name. If you can't remember the full name of the Shared List, type at least the first word of the name.

For more details, type HELP SHARED LIST. If you are an Advanced Service user, you can have Shared List capabilities added to your account. Message us at MCI ID 218-0241 if you would like Shared List capabilities added to your account^Z

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
SOME DAY MY PRINTS WILL COME...
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Lotus Express is designed to operate in an interactive environment.... the computer on one side of the desk, and you at the other. However, there are circumstances where one side of the equation (you) may be missing.

For example, if you are using Lotus Express to receive electronic mail and telex messages for the whole office, you may prefer to have it operate in the more traditional mode of automatically printing all messages when they come in.

The GETFILE program distributed with Lotus Express can be used to locate previously a unread message in a specific folder and copy its contents to another file (in this case, TEMP). Additionally, the GETFILE program automatically removes the "unread flag" (the "+" character that appears next to unread messages in the READER) from the message. From there, the contents of this file can be printed, or copied to another file if needed.

The batch file below (PRINT.BAT) demonstrates its use.

The batch file is called with the command:

```
PRINT {folder}
```

For example, to print out all previously unread messages in the INCOMING folder, type:

```
PRINT INCOMING
```

==========

PRINT.BAT

==========

```
:start
        cls
        echo off
        echo Printing unread files in folder %1
        cd c:\mailsys
        if exist prtfile.prn erase prtfile.prn
        if exist temp erase temp
:loop
        getfile temp -new_mail -complete -folder %1
        if not exist temp goto done
        type temp>>prtfile.prn
        echo
```

```
>>prtfile.prn
>>prtfile.prn
: erase any attachments found
        if exist temp.a* erase temp.a*
        if exist temp.t* erase temp.t*
        goto loop
:done
        if exist prtfile.prn copy prtfile.prn prn
        if exist prtfile.prn erase prtfile.prn
        goto end
:end
        cd\
        :cls
        echo Printing finished.
        echo on
```

==========

The above batch file can be copied to a file and used as is.

When used, your screen display will show:

```
echo off
Printing unread files in folder incoming
Lotus Express Getfile 1.00
Getting letter 29 from incoming.
Lotus Express Getfile 1.00
Deleted: temp
No new mail in incoming.
        1 File(s) copied
Printing finished.

C:>
```

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Archiving (Lotus Express) MCI Mail
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Reprinted with permission from PC Magazine (POWER USER), June 28,1988

Lotus Express is invaluable for many MCI Mail users, but provides no way to handle batches of messages for archiving. If you clear out a megabyte of accumulated files on your hard disk each month by copying each one individually, it becomes a nightmare to try to find any specific messages later. Fortunately, there is a simple solution.

Assume the files you want to archive in the month of June are in your SENT.FLD express folder. Put a floppy in drive A: and type:

```
COPY NUL + SENT.FLD\*.LTR A:SENTJUNE.EXP
```

Since Express stores all messages with an LTR extension, this command concatenates all the messages into a single file on your A: drive. (The NUL is needed to make the concatenation work with the wild card.) If you have attachments as well, you will have to save them separately, using the EXPRESS File Save Attachment command. Because the messages are all stored in straight ASCII format, you can now load the SENTJUNE.EXP archive file in your favorite word processor and use its search command to find a desired message.

You'll still have to go back into EXPRESS and delete the stored messages one at a time, but the ALT-D speed key advances you rapidly from file to file in a folder, making your job quick and easy.

Alfred Poor,
Southington, CT.

M. David Stone answers:

This approach to archiving the messages works even better if you use it with a program like ZyIndex.. Such programs index all of your archive files and let you search through the index when you need to find a specific message. The program will then tell you which archive disk to put in your drive, and it will find and display all matching messages for you.

An alternate approach to archiving is also worth considering. Express itself maintains an index (it uses the extension S13) for each of its mail folders. The index file for SENT.FLD is SENT.S13. Rather than concatenate the messages in a single file, you can simply copy the SENT.S13 file to the root directory of your archive disk, create a SENT.FLD subdirectory on the disk and use the command:

```
COPY C:\MAILSYS\SENT.FLD\*.* a:\SENT.FLD
```

This will copy all messages and attachments to the archive disk. To browse through the archives messages, you only have to put the disk in the drive, call up the Express communications manager [{ALT}{SHIFT}X] and change the mail folder directory from C:\MAILSYS to A:\. You can even rename the folder - to

JUNESENT.FLD for example as long as you rename the S13 file as well. To return to your current set of messages, you again call up the communications manager and change the mail folder directory back to C:\MAILSYS.

The advantage of the later approach is that you can view your messages from within Express. The disadvantage is that you have to know which folder to look in for a given message. However, you can also use an indexing program with this approach and enjoy the best of both worlds.

>>>>>>>>>>>>>
Our two cents
>>>>>>>>>>>>>

There is another approach to mass deleting messages (after archiving them if you need them for future reference) from a folder.

Change directory into the folder (sent folder in this case):

```
CD \MAILSYS\SENT.FLD
```

Delete all of the files:

```
ERASE *.*
```

To correct the SENT.S13 index file return to \MAILSYS directory and...:

```
CD ..
REBOX SENT
```

When the REBOX.EXE program completes, your folders and index files will be in proper order, and SENT.FLD will be empty.

>>>>>>>>>>>>>
X.400 Service
>>>>>>>>>>>>>

>>>PR Release<<<

MCI ANNOUNCES MCI MAIL XCHANGE 400

Rye Brook, NY May 1988

MCI Communications Corporation today announced MCI Mail XChange 400, an X.400 gateway for MCI Mail(R). XChange 400 offers MCI Mail customers the ability to exchange messages with interconnected private and public electronic mail systems conforming to CCITT X.400 recommendations.

This offering provides customers who are implementing X.400 private systems access to all MCI Mail's delivery services. These include electronic, telex, postal and courier deliveries both within the United States and around the world. The XChange 400 offering is also fully integrated with MCI's extensive links for PCs, local area networks, and office automation systems.

"From its inception, MCI Mail has been a strong proponent of universal connectivity, providing interconnections to other public electronic mail services such as CompuServe and MISSIVE, and to a wide variety of office automation systems," said Seth Blumenfeld, President of MCI International. "Now that X.400 has achieved the goal of implementable standards for electronic mail interconnection, MCI looks forward to continuing our work with equipment and software vendors and with our partner telecommunications administrations around the globe to bring the benefits of worldwide high speed, low cost messaging to our customers."

MCI Mail XChange 400 is based on Digital Equipment Corporation's Message Router X.400 and OSI networking technology. Digital has been actively involved in X.400 domestic and international interworking testing and demonstration since the introduction of its X.400 product.

According to Henry Ancona, Digital's Vice President, Business and Office Information Systems, "The CCITT X.400 standard represents the potential for truly global message exchange within and between companies. This announcement from MCI demonstrates continued advancement towards the realization of this potential."

The service, which will be available in July to selected companies and office automation vendors, will be demonstrated at the ICA conference in Anaheim, CA from May 17-19, 1988.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>
New Minneapolis Phone Number
>>>>>>>>>>>>>>>>>>>>>>>>>>>>

The access number for the Minneapolis area has changed. Effective July 9th, the new local access number for Minneapolis became 612/332-0041.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>
New Annual Subscription Fees
>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Effective July 1, the annual subscription fees have been changed as follows:

1. Standard mailbox fee	$25.00
2. REMS (Remote Electronic Mail System) providing a gateway between MCI Mail and private (local) electronic mail systems	$100.00
3. VREMS (Very Remote Electronic Mail System) allows for departmental or group segregation of MCI Mail usage on the invoices	$10.00
4. ONR (Off-Net Registrant) enables individual REMS users to be listed in the MCI Mail on-line directory	$10.00

>>>>>
PS...
>>>>>
Planning on taking the Pan Am Shuttle before July 20?

We have one free discount coupon (50% off first one-way trip) available to the first person who requests it. If you want it, send a message by MCI Mail (to 218-0241) with your postal address.

Fine Print:
1. Must be used before 7/20/88
2. Must be used... dont ask for it if you wont use it.
3. Must not already be part of the Pan Am frequent flier program.

This is not a promotional offering... we simply have this one coupon available for the first taker.

>>>>>>>>>>>>>>>
Till Next Time
>>>>>>>>>>>>>>>

Stay cool...

Gary.......
MCI Mail Agency NY4
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